

OCT 3 1952

10/1/52

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revised T/O for Office of Collection and Dissemination

REFERENCES: (Attached as Tabs)

- Tab 1 - T/O Change Request, OCD, 26 August 1952
- Tab 2 - Memo, O&M Service, 22 September 1952, Commenting Upon Proposed T/O Change.
- Tab 3 - Memo to Comptroller from Classification & Wage Division, 12 September 1952, and Comptroller's Notation.
- Tab 4 - Form 30-25, T/O Changes Required to Effect OCD's Proposal.

1. Tab 1 proposes the elimination of the Microfilm Processing Section, in the Document Branch, Library Division and a redistribution of the 16 positions (without change in OCD ceiling) therein as follows:

a. Addition of 6 positions to the Tab Fax Section, Operations Branch, Machine Division, positions to encompass both tabulating machine and microfilm duties.

b. Addition of 1 position of Photographer in Office of Chief, Operations Branch, Machine Division, to provide Office-wide planning services on microfilm systems. This position is to perform a new function consisting of the establishment of new machine-microfilm index procedures, not accomplished in the previous Microfilm Processing Section. Establishment of this position represents an amendment to the original proposal and was requested by OCD during the classification processing of the T/O.

c. Addition of 9 positions to the Distribution Section, Document Branch, Library Division to perform clerical functions in the receipt and dispatch of intelligence documents.

2. Tab 2 consists of the concurrence of O&M with respect to organizational soundness of the proposal. This Tab also states that position of Photographer (discussed in paragraph 1 b above) should be located in Office of Chief, Operations Branch, Machine Division to provide microfilm process planning.

3. Tab 3 represents Comptroller's notation of concurrence. No comments were received.

JOB NO. _____ BOX NO. _____ FED NO. _____ DOC NO. 14 NO CHANGE

IN CLASS. /DECLASS. /CLASS CHANGED TO: TS S C RET. JUST. 22

Approved For Release 1999/09/20 : CIA-RDP78-02568A000400120011-2

NO. PGS 9 CREATION DATE - ORG COM 032-01 - ORG CLASS C

REV CLASS C REV COORD. - AUTH: HN 78-3

Security Information

4. Tab 4, Form 30-25, presents a consolidated list of position changes required to effect the reorganization. Position grades have been concurred in by OGD without exception.

5. Recommend approval of the T/O submission as revised by OGD's verbal request to establish one Photographer position in Operations Branch, Machine Division.


Assistant Director (Personnel)

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4 Attachments
As stated

Action by Approving Authority

Date 14 October 1952

T/O & Ceiling Approved (Disapproved),
exceptions, if any

With the understanding that this approval in no way prejudices current discussions through which we expect to reduce FY 54 T/O's and ceilings.

LKW

/s/ L. K. White

Acting Deputy Director
(Administration)

CWD/RMS:ec

Distribution:

1 - AD/P
1 - PD
1 - Comptroller
1 - RPS
1 CWD ✓
1 - DD/I & AD/CD

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SECURITY INFORMATION

26 August 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for T/O Changes

1. A Microfilm Processing Section has been authorized in the T/O of the CIA Library for the purpose of microfilming incoming intelligence documents.
2. In developing final plans for establishing this microfilm program in OGD, I am convinced that the technical phase of the operation can function more effectively under the direction and control of the Machine Division.
3. Accordingly, it is requested that the Microfilm Processing Section of the CIA Library be dissolved and that the positions in the Section be transferred as indicated below, with appropriate changes in titles and grades to be determined by the Classification and Wage Division.

To the Tab Fax Section, Machine Division:

Microfilm Photographer	GS-371-3	451
Microfilm Photographer	GS-371-3	451.01
Microfilm Photographer	GS-371-3	451.02
Microfilm Processing Specialist	GS-371-3	452
Microfilm Processing Specialist	GS-371-3	452.01
Clerk	GS-301-3	453.01
Clerk	GS-301-3	453.02

To the Distribution Section, CIA Library:

Microfilm Photo Unit Supervisor	GS-371-6	450
Mail-File Supervisor	GS-305-5	110
Mail-File Clerk	GS-305-4	111
Clerk	GS-301-3	453
Clerk	GS-301-3	453.03
Mail Clerk	GS-305-3	112
Mail Clerk	GS-305-3	112.01
Mail Clerk	GS-305-3	112.02
Mail Clerk	GS-305-3	112.03

JAMES M. ANDREWS
Assistant Director
Collection and Dissemination

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Security Information

12 September 1952

Comptroller
Chief, Organization & Methods Service
Chief, Classification and Wage Division

T/O Changes, OCD

REFERENCE: Memo to Deputy Director (Administration) dated 26 August 1952

1. Attached are forms 30-25 effecting the abolition of the Microfilm Processing Section, and the transfer of the positions to the Operations Branch, Machine Division, and the Distribution Section Documents Branch, CIA Library. T/O changes also include the reclassification of positions in the Document and the Circulation Branches of the CIA Library.

2. Of the sixteen positions transferred from the Microfilm Processing Section, one position has been transferred to the Office of the Chief, Operations Branch, Machine Division, six positions have been transferred to the Tab Fax Section of the Operations Branch, and nine positions have been transferred to the Distribution Section, Documents Branch, CIA Library.

3. These changes are submitted to your Office for your review and concurrence.

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RJF/eo

Attachments

1. 30-25, OCD
2. Memo for UDA, 26 August 1952

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Chief, Organization and Methods Service

4 September 1952

Chief, Classification and Wage Division

Request for T/O Changes, OCD.

REFERENCE: Memo to DD/A from AD/CD, 26 August 1952.

1. Attached is a copy of a memorandum from the AD/CD requesting T/O changes affecting the Machine Division and the CIA Library.

2. The background of the requested changes as well as the Classification and Management problems involved were discussed at a meeting in the Office of the Chief, Machine Division attended by representatives of the Machine Division, CIA Library, Administrative Staff, OCD, [REDACTED] of your Office and Mr. [REDACTED] Classification.

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3. It is requested that your Office indicate your concurrence as to the organizational changes requested and forward same to this Office.

RF/nf

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OFFICE OR STAFF: **OCD** OFFICE CODE: **Approved For Release 1999/09/20 : CIA-RDP78-03568A000400120011-2** REQUEST DATA: **SECURITY INFORMATION** APPROVAL: **OCT 1 1964** CONTROL NO.: **78-03568A000400120011-2** Page 1 of 2 Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
<u>Library Division</u> <u>Document Branch</u> <u>Microfilm Processing Section</u>							
Delete Section and all positions (16)						-16	
<u>Machine Division</u> <u>Operation Branch</u>			<u>Machine Division</u> <u>Operation Branch</u>				
			Photographer	GS-1060-9*	665		
<u>Tab Fax Section</u>			Tab Fax Section				
			Microphoto UN Sup	GS-371-7*	666		
			Info Control Clerk	GS-301-5*	667		
			Tab Equip Opr	GS-359-4*	5385.11		
			Tab Equip Opr	GS-359-4*	5385.12		
			Tab Equip Opr	GS-359-4*	5385.13		
			Tab Equip Opr	GS-359-4*	5385.14		
<u>Library Division</u> <u>Document Branch</u>			<u>Records Managemt Of</u>	GS-306-11	647	+ 7	
Mail and File Sup	GS-305-10	96	Secretary-(Typing)	GS-318-5	648		
Secretary-(Typing)	GS-318-4	482					
<u>Top Secret Section</u>			<u>Top Secret Section</u>				
Mail and File Sup	GS-305-8	448	Records Managemt Of	GS-306-9	649		
Mail and File Sup	GS-305-7	449	Records Managemt Of	GS-306-7	650		

* From Microfilm processing section CIA Library.

NEW OFFICE TOTALS

APPROVAL

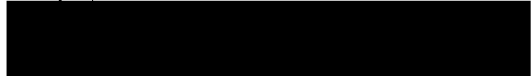
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SECURITY INFORMATION

Changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is

Chay, CWD
TITLE

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~~SECURITY INFORMATION~~

OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	CONTROL NO.		Page 1 of 2 Pages	
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DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>Library Division</u> <u>Document Branch</u> <u>Distribution Section</u>			<u>Library Division</u> <u>Document Branch</u> <u>Distribution Section</u>				
Mail Clerk	GS-305-5	103	Info Control Off	GS-301-7	651		
			Info Control Asst.	GS-301-6*	652		
Library Asst.	GS-1411-4	104	Info Control Clerk	GS-301-5	653		
Mail Clerk	GS-305-4	105	Info Control Clerk	GS-301-5	654		
Mail Clerk	GS-305-4	105.01	Info Control Clerk	GS-301-4	655		
Mail Clerk	GS-305-4	105.02	Info Control Clerk	GS-301-4	655.01		
Mail Clerk	GS-305-4	105.03	Info Control Clerk	GS-301-4	655.02		
Mail Clerk	GS-305-4	105.04	Info Control Clerk	GS-301-4	655.03		
Mail Clerk	GS-305-4	105.05	Info Control Clerk	GS-301-4	655.04		
Mail Clerk	GS-305-4	106	Info Control Clerk	GS-301-4	655.05		
			Info Control Clerk	GS-301-4*	655.06		
Clerk	GS-301-3	107	Info Control Clerk	GS-301-5	656.		
Mail Clerk	GS-305-3	108	Info Control Clerk	GS-301-4	657.		
Mail Clerk	GS-305-3	108.01	Info Control Clerk	GS-301-4	657.01		
Mail Clerk	GS-305-3	108.02	Info Control Clerk	GS-301-4	657.02		
Mail and File Clerk	GS-305-3	109	Info Control Clerk	GS-301-4	657.03		
Mail and File Clerk	GS-305-3	109.01	Info Control Clerk	GS-301-4	658		
Mail and File Clerk	GS-305-3	109.02	Info Control Clerk	GS-301-4	659		
			Info Control Clerk	GS-301-5*	660		
			Info Control Clerk	GS-301-4*	661		
			Info Control Clerk	GS-301-4*	661.01		
			Info Control Clerk	GS-301-4*	661.02		
			Mail Clerk	GS-305-5*	662		
			Mail Clerk	GS-305-4*	663		
			Mail Clerk	GS-305-3*	664		
* Positions from Microfilm Section						↓ 9	
NEW OFFICE TOTALS			APPROVAL				
25X1A9a			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is				
			 TITLE				

FORM NO. 30-25
MAY 1952

T/O CHANGE AUTHORIZATION

(4-39)

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DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>Library Division</u> <u>Circulation Branch</u> <u>Loan Section</u>			<u>Library Division</u> <u>Circulation Branch</u> <u>Loan Section</u>				
Library Asst.	GS-1411-4	431	Librarian	GS-1410-5	668		
Library Asst.	1411-3	432	Library Asst.	1411-4	669		
<u>Inter Library Loan Unit</u>			<u>Inter Library Loan Unit</u>				
Library Asst.	1411-6	433	Librarian	1410-7	670		
Library Asst.	1411-5	434	Librarian	1410-5	671		
Library Asst.	1411-5	434.01	Librarian	1410-5	671.01		
Library Asst.	1411-3	435	Library Asst.	1411-4	672		
Library Asst.	1411-3	435.01	Library Asst.	1411-4	672.01		
<u>CIA Unit</u>			<u>CIA Unit</u>				
Library Asst.	1411-5	436	Librarian	1410-7	673		
Library Asst.	1411-4	437	Librarian	1410-5	674		
Library Asst.	1411-3	438	Library Asst.	1411-4	675		
Library Asst.	1411-3	438.01	Library Asst.	1411-4	675.01		
<u>Defense Unit</u>			<u>Defense Unit</u>				
Library Asst.	1411-5	439	Librarian	1410.7	676		
Library Asst.	1411-4	440	Librarian	1410-5	677		
Library Asst.	1411-3	441	Library Asst.	1411-4	440.02		
Library Asst.	1411-3	441.01	Library Asst.	1411-4	440.03		
NEW OFFICE TOTALS			APPROVAL				
25X1A9a			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is			TITLE	

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SECURITY

Chief Ross & Wages
TITLE

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OFFICE OR STAFF
OCD

OFFICE CODE

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ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>State Unit</u>			<u>State Non IAC Unit</u>				
Library Asst.	1411-5	442	Librarian	1410-7	678		
Library Asst.	1411-4	443	Librarian	1410-5	679		
Library Asst.	1411-3	444	Library Asst.	1411-4	680		
Library Asst.	1411-3	444.01	Library Asst.	1411-4	680.01		
<u>Non IAC Unit</u>			<u>Book and Periodical Unit</u>				
Library Asst.	1411-5	445	Librarian	1410-5	681		
Library Asst.	1411-3	447	Library Asst.	1411-4	446.02		
Library Asst.	1411-3	447.01	Library Asst.	1411-4	446.03		

NEW OFFICE TOTALS

APPROVAL

The changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.

FORM NO.
MAY 1952 30-25

T/O CHANGE AUTHORIZATION

Chief Clerk & Wage
TITLE

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ORIGINAL DOCUMENT MISSING PAGE(S):

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